

**ANNOUNCEMENT NUMBER: 26-09**

**OPEN TO:** All Interested Candidates

**FROM:** Craig Nagle, Human Resources Officer

**POSITION:** Program Assistant, FSN-07\*; FP-07\*\*

**OPENING DATE:** October 8, 2009

**CLOSING DATE:** COB October 29, 2009

**WORK HOURS:** Full-time; 40 hours/week

**BASIC SALARY:** \*Ordinarily Resident (OR): QRs. 93,955 p.a. (starting salary)  
(Position Grade: FSN-07)  
\*\*Not-Ordinarily Resident (NOR): US \$33,817 p.a. (starting salary)  
(Position Grade: FP-07 to be confirmed by Washington)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

*The U.S. Embassy in Doha, Qatar is seeking an individual with the required work permit for employment in country for the position of Program Assistant in the Public Affairs Section.*

**BASIC FUNCTION OF POSITION**

The Program Assistant provides direct financial oversight of all public diplomacy (PD) grants, cooperative agreements, financial recycling programs, and fundraising activities. Is in charge of all financial and management aspects of PD programs, and serves as the principal advisor to the Public Affairs Officer (PAO) on these matters. Responsible for overall management of the PD office under the direction of the PAO. Serves as assistant to the Public Affairs Officer for implementation and logistical issues related to Embassy public diplomacy programs. Backs up the PAO Secretary and Cultural Affairs Advisor (CAA) for exchange programs.

*A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 496-6000 Ext.6738 or 6712.*

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Education: Completion of at least two years university required.
2. Prior Work Experience: Three to four years of progressively responsible experience in administrative management, particularly as related to financial planning and management required.
3. Language Proficiency: Level IV (fluent) English language skills required.
4. Knowledge: Thorough knowledge of fiscal, personnel, procurement and office management processes required.
5. Skill and Abilities: Ability to budget effectively, and strong financial analysis skills required. Impeccable interpersonal skills and a demonstrated ability to work well with others, including office colleagues, host-country officials, third-country national residents of Qatar, and local businesses required.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment, unless currently hired into a position with a When-Actually-Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **PLEASE SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: Human Resources Officer  
American Embassy, P.O. Box 2399, Doha, Qatar  
FAX: (974) 496-6769 **OR** 488-4298

## **POINT OF CONTACT**

Telephone: (974) 469-6000 Ext. 6738 or 6712

## **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: COB October 29, 2009**

The US Mission in Qatar provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared: PAS:JHood